COURSE SYLLABUS

CON1400: Contract Post-Award (Self-Paced)

This course provides both government and industry perspectives on contract administration and performance management. Students will build a toolkit of essential skills for ensuring that contractors deliver products and services in accordance with contract requirements, and for taking appropriate action when performance issues or changes occur. Key topics include conducting post-award orientations, monitoring contractor performance and quality, handling contract modifications (both within scope changes and supplemental agreements), and managing government-furnished property and payments.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/con1400-contract-post-award-self-paced



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Course Outline

Contract Administration Fundamentals

- Define roles and responsibilities in contract administration
- Set up contract files and develop an administration plan
- Establish milestones for performance monitoring

Quality Assurance & Performance Monitoring

- Implement Quality Assurance Surveillance Plans (QASPs)
- Conduct inspections and acceptance of deliverables
- Ensure contractor outputs meet contract standards and address deficiencies

Subcontract Management and Small Business Participation

- Oversee contractor's subcontracting activities
- Review subcontracting plans for small business participation
- Understand prime contractor responsibilities in managing subcontractors

Managing Contract Changes

- Issue and negotiate contract modifications
- Preserve the scope of the contract and execute options
- Handle funding changes and evolving requirements during execution

Dispute Resolution and Terminations

- Interpret contract terms to resolve disagreements and claims
- Apply Disputes clause procedures and alternative dispute resolution (ADR)
- Execute terminations for convenience or default when necessary

Contract Closeout Procedures

- Follow the step-by-step closeout process at contract completion
- Conduct final acceptance, property disposition, and final payments
- Deobligate funds, report past performance in CPARS, and archive contract files